

Project Name: Construct Contract Document Production (CCDP)
OCIO Project #:
Department: Transportation
Revision Date: 9/22/10

Concept Statement

Description

Brief description of the proposed project:

The program proposes a feasibility study to determine if off-the-shelf document production software already in use for Capital Outlay Support (COS) Cooperative Agreements can be adapted to produce construction contracts used by the Office Engineer. Both document production systems need to use standard specifications for compiling contracts and allow for quality control and assurance for ensuring specification modifications comply with law and Department policy and practice. The new system would replace an existing process utilizing MS Word.

Need Statement

High Level Functional Requirements:

- The Division of Engineering Services must be able to replace old desktop systems required for the old MS WORD system with the most recent Microsoft Operating system or other system(s) approved by the Department to produce the Bid documents.
- Reduction in the final contract document cycle time and the cost of the rework by a percentage level to be determined in the Feasibility Study.
- The Feasibility Study will determine the acceptable time for user training as the system needs to be user friendly.

What is Driving This Need?

- Need to reduce the district cycle times to produce the special provisions.
- Need to reduce the final contract document cycle time and the cost of the rework.

Risk to the Organization if This Work is Not Done:

- Continue costly close oversight of the Bid specifications documents while printing and distribution.
- Existing system no longer supported by computer system(s) at Caltrans or by the computer manufacturer.
- Errors between the printed and reprographic Bid copies that force the Bid to be reworked.

Project Name: Construct Contract Document Production (CCDP)
OCIO Project #:
Department: Transportation
Revision Date: 9/22/10

Concept Statement

Benefit Statement

Intangible Benefits

Process Improvements (describe the nature of the process improvement):

1. Implement an electronic system that can be supported. The current system is in MS WORD that was originally developed for the Macintosh MS WORD and cannot be updated.
2. Provide a consistent system of document production for both the Bid Book and the electronic document system, thereby removing the current error prone process between the Reprographics document and the electronic document version.

Other Intangible Benefits:

1. Increase of employee morale completing Bid copies that match between printed and reprographic copies.
2. Stakeholders' satisfaction level improved.

Tangible Benefits

Revenue Generation (describe how revenue will be generated):

To Be Determined in the Feasibility Study.

Cost Savings (describe how cost will be reduced):

To Be Determined in the Feasibility Study.

CA - PMM

Project Name: Construct Contract Document Production (CCDP)

OCIO Project #:

Department: Transportation

Revision Date: 9/22/10

Concept Statement

Cost Avoidance (describe the cost and how avoided):

To Be Determined in the Feasibility Study.


Risk Avoidance (describe the risk and how avoided):

1. Errors between the electronic copy for bids and the reprographic copy.

Improved Services:

1. Replace the current PC MS Word system/process that evolved from a Macintosh Word system that is over-scripted, poorly documented, and not able to be updated.
2. Enable the Districts and Division of Engineering to update their desktop systems without concern or danger to the construction contract document production process.
3. Provide a consistent system of document production for both the Bid Book and the electronic document system, thereby removing the current error prone process between the Reprographics document and the electronic document version.

Consistency

"No" Responses 		Rationale	Action Required
Enterprise Architecture	Yes		
Business Plan	Yes		
Strategic Plan	Yes		

Impact to Other Entities

Nature of Impact to Other Entities

Entity: To Be Determined in the Feasibility Study.

CA - PMM

Project Name: Construct Contract Document Production (CCDP)

OCIO Project #:

Department: Transportation

Revision Date: 9/22/10

Concept Statement

Describe the nature of the impact:

Entity:

Describe the nature of the impact:

Entity:

Describe the nature of the impact:

Entity:

Describe the nature of the impact:

CA - PMM

Project Name: Construct Contract Document Production (CCDP)

OCIO Project #:

Department: Transportation

Revision Date: 9/22/10

Concept Statement

Solution Alternatives

Alternative 1:

To Be Determined by the Feasibility Study.

Technical Considerations for Alternative 1:

ROM Cost: to

Note: high end of range must not exceed 200% of low end of range

Alternative 2:

Technical Considerations for Alternative 2:

ROM Cost: to

Note: high end of range must not exceed 200% of low end of range

Alternative 3:

CA - PMM

Project Name: Construct Contract Document Production (CCDP)

OCIO Project #:

Department: Transportation

Revision Date: 9/22/10

Concept Statement

--

Technical Considerations for Alternative 3:

--

ROM Cost: to

Note: high end of range must not exceed 200% of low end of range

Recommendation

Comparison:

Alternative 1	ROM Cost	Risk
	\$0 - \$0	
Alternative 2	ROM Cost	Risk
	\$0 - \$0	
Alternative 3	ROM Cost	Risk
	\$0 - \$0	

Conclusions:

1	
2	
3	
4	

CA - PMM

Project Name: Construct Contract Document Production (CCDP)

OCIO Project #:

Department: Transportation

Revision Date: 9/22/10

Concept Statement

Recommendation:

Project Approach (if known)

System Complexity:		System Business Hours: (e.g., 24x7, 9am-5pm) :	To Be Determined in the Feasibility Study.	
Architecture	<input type="checkbox"/> Mainframe <input type="checkbox"/> Client Server <input type="checkbox"/> Web Based		Num. of New Databases:	
Technology	<input type="checkbox"/> New <input type="checkbox"/> New to Staff <input type="checkbox"/> In-House Experience		Interfaces:	
Implementation	<input type="checkbox"/> Central Site <input type="checkbox"/> Phased Roll-out		Num. of Sites:	
M & O Support	<input type="checkbox"/> Contractor <input type="checkbox"/> Data Center <input type="checkbox"/> Project <input type="checkbox"/> In House			
Procurement Approach:			Number of Procurements:	
Open Procurement?		Delegated Procurement?		
Scope of Contract	<input type="checkbox"/> Development <input type="checkbox"/> Implementation <input type="checkbox"/> M & O <input type="checkbox"/> Other: _____			
Anticipated Length of Contract:		Years / _____ extensions for _____ years		